



# The City of Morgantown

389 SPRUCE STREET  
MORGANTOWN, WEST VIRGINIA 26505  
(304) 284-7431 TDD (304) 284-7512  
[www.morgantown.com](http://www.morgantown.com)

May 22, 2013

**RE: Case No. CU13-09 / Wendy Alke / 3335 Collins Ferry Road  
Tax Map 2, Parcel 169.2**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

**Wendy G. Alke** has submitted a “**Conditional Use Class 2 Home Occupation**” petition for property located at **3335 Collins Ferry Road**. A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this request at a public hearing on:

**Wednesday, June 19, 2013 at 6:30 PM**  
**City Council Chambers, City Hall, 389 Spruce Street**

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## **Project Description:**

The petitioner seeks to establish a home-based business to serve law clients by appointment only. Because clients will be visiting the petitioner's home, the Board of Zoning Appeals must approve the Class 2 Home Occupation as a conditional use.

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Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to [shollar@cityofmorgantown.org](mailto:shollar@cityofmorgantown.org). Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, [www.morgantownwv.gov](http://www.morgantownwv.gov), approximately one week before the hearing.

Respectfully,

Stacy Hollar  
Executive Secretary

Enclosure: Site map

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